

## Procedures Relating to Study Abroad (Graduate Students)

### Prior to Departure

Decision to study abroad (precondition: receipt of acceptance letter from partner university)

#### Preparation of Request to Study Abroad and other documents

- Request to Study Abroad
- Study Abroad Plan
- Intended Field of Study
- Guarantor's Consent form
- Copy of acceptance letter from the host university
- Statement of reason, written statement by academic supervisor(s)  
if the study abroad period is one year or longer.

#### Approval from academic supervisor(s)

Consult academic supervisor(s) as early as possible. Study abroad requests need approval by faculty in charge of graduate studies.

Approval by the faculty committee in charge of graduate studies

One to two months prior to the start of study abroad

For details relevant to approval of your study abroad request, ask your academic supervisors or administrative office and follow their instructions.

In addition, check for notifications regarding study abroad programs and overseas travel issued by Science Tokyo. Obtain approval from an executive vice president as necessary.

#### Submission of documents to Student Division

Graduate Services Group (Ookayama campus) or  
Suzukakedai Student Group (Suzukakedai campus)

Approval by the faculty council (representatives) of relevant Graduate School

Approval by the president of Science Tokyo

#### Notification of approval

The process from preparation of a request to study abroad to submission of the request to the student division is completed through Rakrak WF II .

## Upon Return

### Complete Study Abroad Report

- Study Abroad Report
- Study Report

### Approved by the academic supervisor(s)

Reviewed by the head of graduate studies

### Submit reports to Student Division

Graduate Services Group or Suzukakedai Student Group

The process from preparation of a study abroad report to submission of the report to the student division is completed through Rakrak WF II.

## Transfer of Study Abroad Credits (if applicable)

### Prepare Accreditation Approval Form (for study abroad credit transfer) and other documents

- Accreditation Approval Form
- Transcripts of courses taken at the host university (original copy)
- Syllabi or documentation providing contents of the courses taken at the host university

### Approval by course instructor(s) of the relevant course(s)

Approval by the faculty committee in charge of graduate studies

### Submission of documents to Student Division

Graduate Services Group or Suzukakedai Student Group

Approval by the faculty council (representatives) of relevant Graduate School

### Check whether transferred credits are correctly registered on the Web System for Students and Faculty.

When planning your study abroad, discuss with your academic supervisor regarding the courses to which you would like to transfer the credits attained at the host institution.